

ACT Writing/Workplace Documents

As permitted by the Standards for Accrediting Public Schools (8VAC20-131-110), the Virginia Board of Education has approved various "substitute" tests and set the minimum score that must be achieved for the purpose of awarding verified credit to students. The tests listed below are approved by the Virginia Board of Education as substitute tests and verified credit can be awarded when the student achieves at least the minimum score required for a Pass/Proficient rating as shown for each test. All substitute tests are to be completed in an English language version for verified credit.

Substitute Test	Pass/Proficient	Pass/Advanced
ACT WorkKeys Business Writing	3	4
WorkKeys Workplace Documents	4	6
	ACT WorkKeys Business Writing	ACT WorkKeys Business Writing 3